

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814
(916) 322-2978



April 22, 1976

ALL-COUNTY LETTER NO. 76-67

TO: COUNTY WELFARE DIRECTORS
COUNTY BOARD OF SUPERVISORS
COUNTY AUDITORS
COUNTY DATA PROCESSING MANAGERS
COUNTY ADMINISTRATIVE OFFICERS
COUNTY DISTRICT ATTORNEYS

SUBJECT: EDP CLAIMING AND DEVELOPMENTAL COST ACCOUNTING

REFERENCE:

The Budget Act of 1975 requires that the State Department of Benefit Payments develop an accounting mechanism which shall isolate county welfare department costs (all funds) of developing or improving county data processing systems.

Definition of Development for Claiming Purposes

In order to meet this requirement the following definition shall apply for claiming purposes only:

Any analysis, design or programming effort directed to EDP programs or systems where the cost of such analysis, design or programming exceeds \$10,000.00 is to be considered development.

Claiming Instructions

Counties are to continue to report all EDP costs for county welfare operations on the Administrative Expense Claim. All costs claimed will be subject to each county's allocation ceiling for services and eligibility functions.

Developmental costs will be allowed only up to the amount approved for each project by DBP's County EDP Systems Bureau.

The attached suggested format has been developed for claiming these costs by account number. The form: 1) identifies EDP development and improvement costs by project account number; 2) breaks out costs as either allocated through the county A-87 plan or direct and memo billed; and 3) indicates the total amount claimed each quarter. It is to be submitted each quarter with the County Welfare Department (CWD) Administrative Expense Claim. Costs accumulated on the form should be carried to DFA 325.1, Group II 4B, EDP developmental costs - allocated through the A-87 plan, and 5B, EDP developmental costs - direct or memo billed.

Also included on the DFA 325.1 are EDP maintenance and operations costs. They are to be appropriately placed under Group II 4A or 5A. Please note that even though EDP developmental and maintenance costs are separately identified on the DFA 325.1, only a consolidated EDP cost is allocated through the claim. Copies of the revised DFA 325.1 will be forwarded in June.

Assignment of Account Numbers

Account numbers will be assigned by the County EDP Systems Bureau at the time of prior approval of each request for expenditure of \$10,000.00 or more. Requests for approval of expenditures less than \$10,000.00 will not be assigned account numbers; the costs will be entered on the claim as maintenance under the instructions above.

Purpose of Account Numbers

The account numbers will be used to identify reports of expenditure for each approved developmental project. Running balances of expenditures against account numbers will be kept by the Department. Counties are required to notify the County EDP Systems Bureau if cost overruns are anticipated.

Prior Approval Requirements Unchanged

The prior approval requirements for acquisition of EDP services, equipment or changes to EDP systems (both hardware and software), as specified in Circular Letter No. 2580, remain unchanged. The \$10,000.00 level used in the definition of development for claiming purposes does not establish a dollar base-line below which prior approval is unnecessary. All requests for expenditure remain subject to prior approval.

Effective Date of Requirements

These requirements are effective April 1, 1976. The requirements apply to all requests for approval pending on or received after that date. County compliance to these requirements will commence at the time prior approval and account number is given to each request. Counties that are involved in previously approved large-scale efforts will be required to report expenditures by account number on any phase of such projects for which approval is pending or requested on or after April 1, 1976.

For questions regarding claiming instructions contact Laura Williams or Ernie Van Sant, Financial Planning Bureau at (916) 445-7046.

For questions regarding the assignment of account numbers, contact the County EDP Systems Bureau at (916) 445-0180.

Sincerely,


GARY G. ADAMS
Deputy Director

Attachments

cc: CWDA

STATE OF CALIFORNIA - HEALTH AND WELFARE AGENCY

Department of Benefit Payments

IDENTIFICATION OF EDP COSTS FOR SYSTEMS

County _____

DEVELOPMENT AND IMPROVEMENT

Quarter Ended _____

1. Development and Improvement Costs

Allocated through County A-87 Plan

Account No. _____

Amount Claimed _____

Total (should be equal to amount of DFA 325.1, Group II C, 4B) \$ _____

2. Development and Improvement Costs - Direct
Billed or memo billed

Account No. _____

Amount Claimed _____

Total (Should be equal to amount on DFA 325.1, Group II C, 5B) \$ _____

EXPENDITURE SCHEDULE AND CERTIFICATION

COUNTY

QUARTER ENDING

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GROUP I CASEWORK COSTS (Personal Services)

- A. Allocable Social Services
- B. Allocable Eligibility and Nonservice (including BHL clerical staff)
- C. Allocable Child Support

TOTALS OF
SPECIFIC COSTS
WITHIN SUBGROUPS

TOTAL

GROUP II ALLOCABLE SUPPORT COSTS

A. PERSONAL SERVICES

1. Clerical Support (except BHL)

2. Administrative Support

3. Travel

B. OPERATING COSTS - If additional space is necessary attach a separate sheet

1. Space (itemize)

LOCATION

COSTS

a. \$

b. \$

c. \$

d. \$

2. Other Operating Costs

C. PURCHASE OF SERVICES

1. Public Agencies (A-87) - Allocated through county A-87 Plan

2. Public Agencies - Direct billed or memo billed

3. Private Agencies

GROUP II SUBTOTAL - TOTAL OF II A.1 THROUGH II C.3.

4. EDP - Allocated through county A-87 Plan

A. Maintenance and Operations

B. Development

5. EDP - Direct billed or memo billed

A. Maintenance and Operations

B. Development

GROUP II COMPUTATIONS - SEPARATION OF ALLOCABLE SUPPORT COSTS BETWEEN SOCIAL SERVICES, ELIGIBILITY AND CHILD SUPPORT

OVERHEAD

1. Total Hours from DFA 47
2. Total Hours from DFA 323
3. Total Hours from DFA 327.8, Part I, Line F
4. Grand Total (Lines 1, 2, and 3)
5. % of Services Overhead (Line 1 ÷ Line 4)
6. % of Eligibility Overhead (Line 2 ÷ Line 4)
7. % of Child Support Overhead (Line 3 ÷ Line 4)
8. Total of Lines 5, 6, and 7 must equal 1.00000
9. Services Overhead - Line 5 x Group II Subtotal \$
10. Eligibility Overhead - Line 6 x Group II Subtotal \$
11. Child Support Overhead - Line 7 x Group II Subtotal \$

EDP*

1. Number of Cases in Services
2. Total Eligibility Cases
3. Total Child Support Cases
4. Total of Lines 1, 2, and 3
5. % of Services EDP (Line 1 ÷ Line 4)
6. % of Eligibility EDP (Line 2 ÷ Line 4)
7. % of Child Support EDP (Line 3 ÷ Line 4)
8. Total of Lines 5, 6, and 7 must equal 1.00000
9. Services EDP - Line 5 x Total EDP Costs \$
10. Eligibility EDP - Line 6 x Total EDP Costs \$
11. Child Support EDP - Line 7 x Total EDP Costs \$

* To be completed by only those counties with an approved Social Services History Reporting system, or using EDP for Child Support.